APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date August 15, 1983	Department of Transportation No. 2 Capitol Square, Atlanta, Georgia Office of Programming in Division of Planning & Programming	**Application Number** 83-884
Application Number •		**Date Received** AUG 2 5 1983 **Date Completed** NOV 2 1983

2. Person to Contact   **Working Title**   **Telephone Number**

Reba Scott   Administrative Secretary   656-5320

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest   Latest

1970 | To Date

5. Records Series Title *(followed by title used in office; if different)*

Office of Programming · Subject Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Office of Programming is to develop, produce and maintain a transportation Construction Work Program as required by the Georgia Code (Title 95A) of Public Transportation, Georgia Action Plan and all applicable federal laws (23 U.S.C.; 33 U.S.C.; P.O. 92-500) and secure funds from the Federal Highway Administration as necessary to carry out the functions of the Construction Work Program. and secure funds from the Federal Highway Administration as necessary to carry out the functions of the Construction Work Program. There are certain funds set aside by the State Legislature, Georgia Highway Authority and the Department for state funded projects and the Office of Programming is charged with keeping track or a records of these projects and their expenditures.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: the construction of roads, bridges, airports, Mass Transit projects, speeches, Monthly Departmental Reports, Billings, Research, General Correspondence.

Included are: Budget Material for Programming; Expense Vouchers for Employees in Programming; Speeches by Programming Employees; Correspondence with Local Governments, Elected Officials; Board Members; Personnel Correspondence on Programming Employees; Interdepartment material from Design Units; Policies and Procedures for Programming; Reports;

File is arranged: Files are arranged alphabetically by subject.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __Daily__; Seven to twelve months old __Weekly__; Thirteen to twenty-four months old __Various__;

twenty-five months and older __Various__

9. Annual Rate of Accumulation of Records

Letter-size drawers __1__; Legal-size drawers __1__; Shelves __-0-__; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)	
XX		a. Is this the official copy of the series? If not, where is it? _____	
	XX	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.	
	XX	c. Is this a vital record?	
	XX	d. Does this series have historical or long term research value?	
	XX	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?	
	XX	f. Is the information contained in this series ever published? If yes, attach copy.	
	XX	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.	
XX		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? General Accounting Offices; Central Files; Personnel -(*Partial*)	
	XX	i. Is this series (or a major portion of it) regularly microfilmed?	
	XX	j. Does the record series result in a computer printout?	

11. Retention Requirements   The following requires the series to be kept:

a. State Law   _____ years.   d. Audit period   _____ years.
b. Statute of limitation   _____ years.   e. Administrative need   ___2___ years.
c. Federal law   _____ years.   f. Federal retention instructions   _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

To be able to refer back to them for information to assist in producing on-going surveys, and extract information for survey request from publishers such as BETTER ROADS, AASHTO, ENGINEERING NEWS, etc. in order to project funding for long-range projections.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold ___2___ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
James D McY	AUG 19 1983	*Martha B Buck*	8/18/83

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	*Name*	10-12-83
	☒ Secretary of State/Designee	*Edward Weldon*	9/30/83
	Attorney General/Designee	*signature*	10-13-83

AR–50–71; Rev. 76   (Reverse Side)